

CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief of fire prevention services for the department. The employee of this class is responsible for overseeing all fire inspections and reinspections accomplished by the department, provides for the preparation and maintenance of division records, for supervision of all personnel assigned, and for the performance of any administrative work required by the Fire Chief. Work of this position requires a high degree of skill in supervision and administration. The Chief of Fire Prevention reports to and has work reviewed directly by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs the division's operations, evaluating the effectiveness of the work being performed and makes decisions for improving or eliminating problem areas. Establishes goals of the division, assigns duties, tasks, and responsibilities, so that subordinates know what they are expected to do to accomplish these goals.

Holds formal meetings with subordinates in order to receive reports, provide information and to discuss work problems. Completes necessary forms and records, in addition to fire inspection or investigation reports.

Reviews incoming written communication for the division, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Investigates complaints against division personnel and formulates a recommendation for action to be taken

Answers questions from the public about the operation of the fire prevention division or any related areas of fire prevention services. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed or assisting in projects of mutual concern to both the agency and the fire prevention division.

Provides on-the-job training for department members, including explaining policies, procedures, and rules, and providing assistance in technical areas of work.

Evaluates division needs for supplies and equipment by maintaining an inventory, by reviewing products with sales representatives, and then by making recommendations for purchasing.

Enforces fire prevention codes and ordinances; inspects or directs fire inspections; discusses inspection findings with building owner or manager and makes recommendations for the correction of fire hazards.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be a regular and permanent employee in good standing in the class of Fire Prevention Officer for at least four (4) years.

After offer of appointment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

LC	07-09-74
Rev	05-13-69
	02-23-70
	06-05-78
	07-24-92
	05-05-95
	01-28-00
	12-03-04